## USACE MODERN DEFENSE CIVILIAN PERSONNEL SYSTEM (MDCPDS) DEPLOYMENT GUIDANCE

### 1. PURPOSE

This provides information CPACs will need to plan for successfully implementing MDCPDS. Special thanks to our good TRADOC friend **Carole Parsons** for doing the heavy lifting on this! Carole's work forms the basis for this information, which we have coordinated with and revised based on feedback from ASA(M&RA).

This Update is geared to USACE CPACs, supervisors and employees. We have tried not to describe CPOC actions or responsibilities, since CPOCMA and their CPOCs will be issuing guidance on this subject. We urge you to work with your servicing CPOCs to make your deployment successful.

This guidance is not all-inclusive. We are simply highlighting a portion of the goals, roles and procedures involved. Detailed deployment checklists have been sent (see update #10, 25 July 00), and are posted the modernization website (go to http://www.cpol.army.mil/modern/deploy/chklst_generic.xls )

### 2. BACKGROUND

The DCPDS Modernization Program is directed by authority of Program Decision Memorandum (PDM), dated November 1993, and Program Budget Decision (PBD) 711, dated 5 December 1994. The Modernization Program will replace the existing legacy personnel data system with a robust relational database, client/server environment that will be significantly more responsive to the processing and information requirements of regionalized and downsized civilian personnel offices throughout DoD.

### 3. ROLES AND RESPONSIBILITIES

**Deployment POCs**
Deploying MDCPDS requires the full support and cooperation of leaders, managers, supervisors, administrative support personnel, CPOCs, CPACs, CSUs, and DFAS representatives.  CPAC Chiefs need to identify deployment POC(s), who should be on duty and available during deployment to coordinate

required actions with their servicing CPOC deployment POCs. The CPAC POC(s) serve as the focal point for sending taskers to other CPAC staff members, receiving information from CPAC staff, and providing requested information to the CPOC. The CPAC POC(s) keep track of taskers, requests for information, etc., and are responsible for performing deployment-related tasks in the CPAC. Along with the CPAC Chief, the POC helps identify other staff members necessary to support the deployment effort.

**Deployment POC Program Areas**

- **Planning**
  - ➢ Establish a single point of contact for scheduling and coordinating all local MDCPDS deployment matters.
  - ➢ Determine optimal method to monitor and manage personnel action processing with MDCPDS. Develop troubleshooting procedures for potential and known problem areas.

- **Ensure overall MDCPDS operational readiness**
  - ➢ Ensure all MDCPDS administration documentation required for local reference purposes is available and sufficient copies of the system operating documentation are available for the local users.
  - ➢ Review and become familiar with the deployment checklist to ensure completion of assigned actions and other deployment guidance found on Civilian Personnel OnLine (www.cpol.army.mil ).

- **Training**
  - ➢ Identify local MDCPDS user training requirements, and offer priority scheduling for heavy users, e.g., administrative and training POCs.
  - ➢ Use tools found on CPOCMA's website to set-up and plan training.
  - ➢ Provide end-user training with assistance from the CPOC.
  - ➢ Give briefings to top level management, and provide information on MDPCDS for local newsletters and websites.
  - ➢ Perform sustainment training, as needed.

- **Administration**
  - ➢ Assist CPOC in identifying end-users, the range of access (view) within their organization, IP addressable printers, and getting user

registration forms completed along with the necessary security forms for user access.

➢ Address problems to the CPOC as they arise, providing as many details as possible. The CPOC is responsible for reporting them through channels in the HEAT system.

➢ Notify unions of conversion to MDPCDS.

➢ Ensure local MDCPDS users are apprised of new procedures.

➢ Coordinate software installation on-site.

➢ Develop a local plan for MDCPDS deployment for your installation.

➢ Provide local system customer assistance and troubleshooting assistance to MDCPDS users as required.

- **<u>Security</u>**

The DCPDS security program aims to protect and assure the integrity, confidentiality, availability of DCPDS and its associated information and information resources. Information processed by DCPDS is Sensitive but Unclassified (SBU) and requires C2 Controlled Access protection. To support DCPDS security, each installation must appoint an Information Systems Security Officer (ISSO). The ISSO must ensure compliance with policy contained in the DCPDS System Security Authorization Agreement (SSAA), and other Army and DOD security guidance. The ISSO must also conduct site specific risk analysis and other activities, to support operational certification and accreditation of the Army installed technical infrastructure, in each CPAC. The local Designated Approving Authority (DAA) must issue an accreditation of the technical infrastructure of each CPAC, before DCPDS may be deployed to the respective CPAC. Army has issued a generic accreditation of the technical infrastructure, in order to support operational accreditation at each site. The ISSO must ensure that no changes to the technical infrastructure in the CPAC are permitted, which the central Army program has not authorized; and which the local DAA has not accredited. The ISSO must monitor site security arrangements for compliance, actively support DCPDS security activities, and resolve security issues as necessary.

## 4. DEPLOYMENT STRATEGY

Plan on two weeks for MDCPDS deployment to each region.  This includes installation of the software, data conversion, and all other associated deployment actions in the CPOC and CPACs.  The objective is to deploy MDCPDS to the regions with minimum downtime.  During the two-week deployment downtime, the region must cease use of the legacy DCPDS, including the PPI suite, when the MDCPDS is installed at the affected region and certified as fully operational.  All timesaving measures will be used in the data conversion and system installation processes to minimize the downtime period to the fullest extent possible and to decrease any further inconvenience to local personnel operations.  A contingency plan (COOP) resides on the CPOL Modernization site and on CPOCMA's webpages.  The COOP is designed to effectively minimize system outage and downtimes while providing the highest level of civilian personnel services possible until normal operations fully resume, and to facilitate the recovery and resumption process. The COOP also covers unforeseen problems requiring additional deployment time. Go to http://www.cpocma.army.mil/SMD/COOP.doc for additional information. For specific regional COOP information, CPACs should consult their servicing CPOC.

## 4. PREDEPLOYMENT PREPARATION

"Lessons learned" from previous system deployments, including the interim Personnel Process Improvement (PPI) suite, dictate the need for careful planning and considering all details affecting deployment. As noted, a generic checklist is available on the CPOL Modernization webpage, and was sent as an enclosure to Reg/Mod Update #10. You should review and become familiar with this tool.  Please don't wait until the last minute to ask questions or organize!

## 5. PERSONNEL ACTIONS MORATORIUM

Deployment sites must prepare for pending and projected personnel action requests submitted by supervisors prior, during or after deployment.  *You should notify all personnelists and the supervisors and employees they support that a moratorium will be implemented during deployment on all*

*automated civilian personnel action processing on the legacy DCPDS and the PPI suite, where used, until the MDCPDS is fully operational for an affected region.* Even though we must stop using the legacy system and the PPI suite when we begin data conversion and validation, these systems have the capability to remain operational long enough to authenticate the SFs-50 and their printing that result from the last end-of-day processing. It is anticipated that a large number of SFs-50 will be authenticated fast and furiously towards the end. CPACs need to make plans on how the SFs-50 will be printed and distributed. Due to the time constraints, CPACs might consider printing these SFs-50, rather than relying on serviced organizations to print their own.

CPOCs will be establishing and publishing personnel action moratorium letters specific to each region. It is critical that commanders, managers and employees comply with established cut-off dates and milestones for processing personnel actions.

## 6. PIPELINE AND OTHER ACTIONS

Deploying sites are advised to minimize the number of SFs-52 in the pipeline prior to and at deployment time. Outstanding referral lists need to be acted upon quickly so that the actions can be committed and processed before the moratorium date. *Personnel actions, which are pending in the legacy DCPDS and projected to consummate during the time the MDCPDS is being deployed to a region, will not be converted to the MDCPDS. These projected personnel actions must be deleted and re-entered once the MDCPDS is deployed to the region.* Deployment sites will not be permitted to process any pending personnel actions in the legacy DCPDS or the PPI suite which are scheduled to occur after MDCPDS deployment has started in their assigned region.

- Pipeline Actions are those residing in the PPI suite at the time of deployment. You need to ensure these actions do not "fall through the cracks."

  - ➢ Serviced Organizations: Need to print and then re-enter all legacy system requests for personnel actions into their MDCPDS in-box. Make sure attachments and notes are printed.

➢ CPACs should print copies of actions in their in-boxes for contingency planning purposes (including attachments and notes, as these will not be captured otherwise). The CPOC is responsible for re-entering all pending requests for personnel action for both CPACs and the CPOC. These will be re-entered in a priority order.

➢ The first priority will be given to actions with an NTE date. Prior to deployment, CPACs need to be ready to respond to the CPOC's request for extension actions on those expiring within the deployment period. Otherwise, the time-limited personnel action will be terminated. Before deployment, suggest CPACs and their serviced organizations print suspense lists of all actions with NTE dates. CPACs should follow-up with serviced organizations early on for those with NTE dates expiring and adjust the NTE dates on controllable personnel actions prior to deployment.

➢ CPACs, in coordination with their servicing organizations must identify district/installation priorities and communicate them to the CPOC, so that those actions with critical importance will be re-entered by the CPOC before others. HQDA has informed us that the CPOC directors will make the final decisions concerning the re-entry of pipeline and emergency personnel actions.

➢ Pipeline actions also include any instances of training still residing in the TRAIN PPI. These will not convert and update modern DPCDS. Need to close out pending training data before deployment.

➢ It is possible that some pipeline actions reside in "inactive" in-boxes, e.g., someone left and there are still actions in the in-box. This could occur in in-boxes for the CPAC, managers, RMOs, and administrative POCs. These actions need to be captured if they are still needed.

➢ CPOCMA and ASA(M&RA) have established pipeline management procedures concerning Army Benefits Center-Civilian (ABC-C). Please consult with your servicing CPOC for specifics.

• Automated personnel actions will not be entered into the MDCPDS until it is fully operational and certified. A standard DESIRE will be run by the CPOC prior to the data conversion and to identify projected personnel

actions that will occur during and after deployment is initiated. This DESIRE will permit the deployment sites to determine what actions need to be taken.

- If you are aware of actions that need to be corrected in the system (NOA 002 – Correction and NOA 001 – Cancellation), CPACs need to ensure that the CPOC processes these <u>before</u> deployment to modern DPCDS. After deployment, it will be extremely difficult and complicated to process corrections and cancellations for actions that were processed in the legacy DCPDS. It will be too late during stand-up to push the processing of correction actions. Follow-up early to get these actions processed.

- Proper deployment planning will reduce the need to process emergency personnel actions during deployment. Standard personnel actions that can be postponed until after deployment should not be initiated during the pre-deployment period. Emergency personnel actions, which may have to be processed during deployment, will typically be those that cannot be predicted and must be processed immediately for timely payroll processing. By regulation, these types of actions cannot be rescheduled. Examples of these types of actions include, but are not limited to, leave without pay for more than 30 days, resignations, retirements, death, and disciplinary actions. Manual processing of emergency personnel actions during the downtime period of a deployment is suggested only as an alternative to not processing these types of actions at all. With minimal downtime expected, and with proper personnel action planning for deployment, these types of actions should be the exception.

- Since WGIs typically occur on ending pay periods, it is anticipated that problems will be rare, since the end-of-day processing occurs at the end of the pay period prior to data conversion to the MDCPDS.

- Vacant position data residing in the legacy DCPDS and PPI suite *will* be converted to the MDCPDS upon deployment. CPACs must review vacant positions and delete any invalid or otherwise unneeded positions prior to deployment. This validation is necessary to reduce the file size. Large files of invalid, vacant (unencumbered) positions will affect the length of time for data conversion.

## 7. ORGANIZATION HIERARCHY DATA MAINTENANCE

CPOCs, with CPAC assistance, are responsible for identifying UIC information needed to establish organizational hierarchy. CPACs are responsible for notifying the CPOC when a new or changed UIC will be established. The CPOC, in turn, notifies HQDA. A form for this purpose was previously furnished to you by CPD. Sufficient lead-time is essential to plan for and change the modern DPCDS prior to the proposed effective date of the new or changed UIC.

## 8. DATA QUALITY

CPOCs will run quality control DESIRES to clean up the legacy DCPDS. Certain data elements, if not completed, will fail to convert records to the modern DPCDS (e.g., BUS codes, Zip codes, education codes). CPACs need to also ensure the information on Table 30 is accurate. The CPACs need to be prepared to assist CPOCs in identifying correct data.

## 9. IN-BOXES AND ROUTING GROUPS

MDPCDS users may have individual in-boxes and/or may be members of one or more routing groups. It is optional to set-up group in-boxes for your CPAC. Procedures for movement of actions from a group in-box to the personal in-box of the CPAC employee is at the CPAC's discretion and business processes. There are pros and cons for setting up a group in-box. Pro: if a CPAC employee is absent, actions can be routed from the group in-box to the person's back up. Con: someone has to go into the group in-box and route actions to the proper individual. If routed to an individual in-box, and that person is out, no one can move the action. There will be no hold boxes (may be added later) or suspense boxes at the CPAC level.

## 10. TRAINING

Train-the-trainer training will be provided to CPACs by CPOC training teams. CPACs are responsible for end user training, and may call on their servicing CPOC for help in training their high-priority "super-users." A revised training database has been developed. User-ids and passwords will be provided just before CPAC training is scheduled. Selection of team members to conduct

training is critical.  Good instructional skills are needed.  Practice time is critical, e.g., use CPAC for rehearsals.  Of course, connectivity and a dry run of the software need to be tested out prior to each training session.  CPOCMA has developed a web-based end-of-course evaluation form for students to complete at the end of each session.  It is simple (10 items) and quick and provides feedback from MDCPDS classes conducted anywhere at any time.  A copy will be provided to the CPOC HRDD Chief of the region conducting the class.

## 11.    BUSINESS OBJECTS

Business Objects software is being purchased as a tool to develop queries and reports retrieval from the modern DPCDS database.  Business Objects reports will replace the DESIRES used in the legacy DPCDS. Each CPAC will receive a minimum of one copy of the software.  CPOCMA will provide training on its use.  Strategy for training is being determined.   For your information, EEO Offices will access the HQ ACPERS (HQDA's system) to run their DESIRES.  Since CPACs will no longer be using DESIRES, it is recommended that you use this opportunity to stop running DESIRES for the EEO Office.  Army will train the EEO Offices in using the tools available to them (DESIRES for HQ ACPERS and Business Objects for modern DPCDS).  Any problems experienced by the EEO staff should be raised to their command EEO office for resolution.

## 12.   LESSONS LEARNED

Please capture lessons learned during your deployment. We strongly recommend and encourage your MDCPDS POC(s) keep a running list of these lessons learned, as they are experienced.  Lessons learned will be submitted through CPD to HQDA RPMO.

More to come…

Need help? Your HR Reg/Mod Team is here for you. Please contact:

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